



# USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: December 06, 2005  
CLOSING DATE: January 05, 2006

Ladies/Gentlemen:

SUBJECT: Solicitation No. 306-05-33/EG for U.S. Personnel Service Contractor (USPSC) - Senior Private Enterprises Advisor (**Re-advertisement**)

The United States Government, Represented by the U.S Agency for International Development (USAID), is seeking applications from qualified individuals interested in providing the PSC services as described in the attached solicitation.

Submission shall be in accordance with the attached information and applications should be submitted electronically to [hrpsckabul@usaid.gov](mailto:hrpsckabul@usaid.gov) (attention to Seetha Chayapathi, Human Resources Specialist, Kabul/Afghanistan). This solicitation will remain open until January 05, 2006.

Any questions on this solicitation may be directed to Seetha Chayapathi, Human Resources Specialist, Phone (in Afghanistan) (202) 216-6288, Ext.4440 or e-mail at [schayapathi@usaid.gov](mailto:schayapathi@usaid.gov) or Markus Dausses, Acting Executive Officer, Phone (in Afghanistan) (202) 216-6288, Ext. 4238 or e-mail at [mdausse@usaid.gov](mailto:mdausse@usaid.gov). However please do not send the applications to these addresses.

Sincerely,

Markus Dausses  
Acting Executive Officer  
USAID/Afghanistan

U.S. Agency for International Development  
Great Massoud Road  
Kabul  
Afghanistan

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1. SOLICITATION NUMBER: **306-05-33/EG**
2. ISSUING DATE: **December 06, 2005**
3. CLOSING DATE: **January 05, 2006**
4. POSITION TITLE: **Senior Private Enterprises Advisor**
5. MARKETING VALUE: **GS-15 (\$89,625- \$116,517)**
6. ORGANIZATIONAL LOCATION OF POSITION: **KABUL, AFGHANISTAN**
7. DIRECT SUPERVISOR: **USAID Economic Growth Office Director  
USAID/Afghanistan.**
8. SUPERVISORY CONTROL: **Minimal. Incumbent is expected to act  
Independently with little direction.**
9. PERIOD OF PERFORMANCE: **The Personal Services Contract will be for 12  
months, with possible extension.**
10. SECURITY ACCESS: **USG SECRET or NO-ACCESS LEVEL**
11. AREA OF CONSIDERATION: **U.S CITIZENS ONLY**

**POSITION DESCRIPTION: USAID Senior Private Enterprises Advisor**

**A. Basic Function of the Position**

Under the direct supervision of the U.S. Direct Hire Director of the Economic Growth Office, the Senior Private Enterprise Advisor will assist the USAID Mission on all issues and programs pertaining to economic growth, such as legal and regulatory reform that promotes a level playing field for private investors, a sound macroeconomic policy, a competitive and open trade policy that integrates Afghanistan into the global market, a policy environment that promotes private sector investment and removes constraints on business activity, a well functioning banking system and a market oriented commercial law regime, and promotion of development and incentive models applicable to Afghanistan such as enterprise funds, business incubation and opportunities for private sector-led development of industrial parks.

The Advisor will be responsible for: facilitating the coordination and integration of all USAID private sector reform and economic growth activities within the Mission's economic governance portfolio; ensuring that all Mission private enterprise and economic growth activities are coordinated with, complementary to, and supportive of the economic growth assistance activities of other U.S. Government agencies, and for ensuring that the design and implementation of all USAID economic growth activities are fully coordinated with the key governance ministries within the Government of Afghanistan, international organizations and donors active in these areas.

The Advisor will serve as the Mission's senior technical resource on private sector reform and economic growth and as a point of contact on matters relating to programming in these areas. The Advisor will also liaise with other USG agencies and international organizations and foreign donors that provide assistance for economic development.

The Senior Private Enterprise Advisor will face a challenging environment and will need to exercise a high degree of independence serving as USAID/Afghanistan's private enterprise representative in Afghanistan and the primary technical resource for private sector development. The Senior Advisor will develop and maintain contacts with a wide variety of Afghan government ministries including the Ministry of Finance, the Ministry of Commerce, the Ministry of Mines and Industry, Ministry of Rural Rehabilitation and Development, and the Central Bank. S/he will also maintain contact with major donor representatives including the World Bank, the Asian Development Bank, and national and international NGOs. The Senior Advisor will also work closely with the U.S. Embassy staff including the Econ Officer and the Economics Section.

**B. Duties and Responsibilities**

The Senior Private Enterprise Advisor position requires professional knowledge and technical expertise in the fields of business development and financing for development, including developing credit programs, developing the banking sector, privatization of state-owned enterprises, property rights development, as well as an appreciation of the substantive nature of an enabling environment for economic growth and their interrelationships. The incumbent will have the following duties and responsibilities:

**1) Representation, Coordination, Technical Advice, Policy Dialogue**

The contractor will provide analysis, advice and recommendations to senior Mission management and staff regarding the formulation of strategy for assistance for economic development and on the management and implementation of economic growth activities in the Mission's portfolio. The Advisor will handle all assigned work either independently or, as required, as part of teams according to established Mission policies, practices and programmatic guidance, and in accordance with all applicable USAID regulations and guidance. The employee will provide solutions to problems that arise by determining the approaches to be taken and the methodologies to be used; developing, coordinating, and clearing proposed solutions with all necessary parties; and then taking appropriate actions necessary to resolve the problem. Specific duties include:

- Collaborate closely with senior level counterparts in the Ministry of Finance and various other key governance ministries including at the Ministerial level, as well as the private sector, other donors and institutional contractors in advancing the emergence of a competitive private enterprise sector through institutional development of public and private sector entities impacting the private sector.
- Serve as a senior advisor within USAID/Afghanistan on economic policy reform and institutional development issues. Facilitate the management of existing and follow-on activities within the economic growth portfolio (approximately \$60 million) dealing with economic growth, including macroeconomic policies, financial services, customs and tax administration, building a legal and regulatory framework, and a competitive and open trade policy. In addition, he/she is likely to manage one or two other activities in the area of market competitiveness or financial access.
- Represent USAID through participation in the government and multi-donor Consultative Groups (CG) process.
- Establish a broad network of contacts with the senior levels of the Government of Afghanistan, other donors, and the Afghanistan private sector.
- Establish relationships with key private sector, donor and public sector stakeholders throughout the economy, including those engaged in promoting gender concerns.
- Establish relationships with appropriate staff in the U.S. Embassy in Kabul, as well as USAID/Washington's Asia and Near East and Global Bureau,

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to ensure collaborative efforts to identify and develop implementation mechanisms, funding sources and strategic options.

## **2) Strategy Development**

Provides planning, analysis, evaluation and technical advice and recommendations to the USAID Mission Director and senior Mission management in Afghanistan, and staff in USAID/ANE Bureau on strategies for promoting private sector development, and on the design, management and implementation of private sector development and financial sector activities in Afghanistan.

Tracks and regularly reports on progress toward achieving the goals of the USAID private sector development programs in Afghanistan. Participates in the development of the Mission Performance Plan, Annual Reports, Congressional Notifications, and other strategic planning and reporting documentation for Afghanistan. In addition, s/he will:

- Design and implement other activities relating to the operation of economic regulatory and/or private sector/competitiveness initiatives.
- Assess longer-term Afghanistan needs for regulatory and institutional development as it relates to economic growth, trade, and business and industrial development.
- Develop options for future USAID assistance, including strategic vision, estimated funding requirements and implementation mechanisms.
- Identify needs and draft scopes of work for any technical assistance required to complete the above tasks.
- Share information with the Mission's existing strategic objective teams to ensure intellectual consistency and complementary efforts across sectors.

## **3) Program Management and Oversight**

The Senior Private Enterprise Advisor will manage and provide technical oversight to a portfolio of private sector development activities in Afghanistan, including: determination of work priorities; making decisions on activity implementation matters; identifying and resolving program issues; assuring that all activities are carried out in a technically-sound, timely, and cost-effective manner; assigning responsibility for program management and implementation actions to FSN staff as appropriate; and assuring that activities are carried out in accordance with all applicable Mission and Agency directives and requirements.

The Senior Advisor will perform a mentoring role in providing technical advice and recommendations to USAID's partners regarding the design and implementation of private sector development activities planned or being carried out in Afghanistan. This may include chairing workshops and other meetings related to implementation of private enterprise programs, contribute to the effectiveness of program implementation through monitoring via site visits and review of technical reports. In addition the Advisor will:

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- Support the management of a highly visible, multimillion dollar new program on revitalizing industrial parks.
- Support the management of a highly visible, multimillion dollar new program on property rights and land titling.
- Serve as provincial and regional Coordinator on project activities within the economic growth portfolio.

#### **4) General Management**

The contractor will plan, develop and manage program or activity initiatives in the economic growth and private enterprise area including: determination of work priorities; making decisions on activity implementation matters; identifying and resolving program issues; assuring that all activities are carried out in a technically-sound and cost-effective manner; and assuring activities are carried out in accordance with all applicable Mission and Agency directives and requirements. The contractor will also carry out such other tasks related to Mission economic development sector programming as may be assigned by Mission management.

The Senior Private Enterprise Advisor will continuously gather and report on information about the situation of the private sector in Afghanistan for a variety of audiences including USAID/W, US State Department and other USG organizations, US Congress, and for general public information.

#### **C. Supervision Received**

The Senior Advisor will work under the direct supervision of the Director of the Economic Growth Office for USAID/Afghanistan, or his/her designee. However, the Senior Advisor will be expected to coordinate regularly and effectively with other USAID and USG agencies represented in Kabul.

#### **D. Supervision/Oversight of Others**

As Cognizant Technical Officer for existing contracts and agreements the Senior Advisor will develop the capacities of FSN staff to be able to assume CTO responsibilities. This will require in-service training and supervision of FSN staff for specific tasks.

#### **E. EVALUATION CRITERIA/SELECTION CRITERIA:**

Candidates will be evaluated and ranked based on the following selection criteria:

- 1. Education: (20 Points)** The successful candidate must possess a minimum of a Master's degree, or equivalent, in a relevant major (business, finance, economics, law, international trade, international management, and/or international relations. An emphasis on economic governance and

development is preferred. An additional four years of experience may be substituted for a Master's degree.

- 2. Work Experience: (25 Points)** A minimum of ten years of progressively more responsible experience in designing and implementing private enterprise development activities (through contracts, grants, or cooperative agreements), including economic policy and regulatory reform, private sector institutional development and business development. Five or more years of overseas experience are desirable. Demonstrated experience in managing complicated portfolios and establishing relationships with key private sector, donor and public sector stakeholders, including those engaged in promoting gender concerns is preferred. An understanding of both bank and non-bank financial institutions are required. Ability to be flexible and work in a tense and time sensitive environment required. Experience in international donors managing private enterprise and economic governance portfolios in transition countries is highly desirable. Demonstrated ability to work in teams (i.e., team player skills) and commitment to the team mode of operation, with proven organizational and administrative skills is a must.
- 3. Language and Communication Skills: (10 Points)** Must have excellent English communication skills, both orally and in writing. Candidate must have the ability to present analysis and recommendations in clear written and oral formats. Additional consideration will be given to applicants with Afghan language skills.
- 4. Knowledge: (25 Points)** A comprehensive knowledge of economic development is required. An understanding of project planning and implementation of the procedures in organization and operations is desirable. Knowledge of U.S. Government policies and procedures for technical program monitoring and management is helpful. Demonstrated cultural and gender sensitivity and knowledge of Afghan languages and cultural/work environment is highly desirable.
- 5. Skills and Abilities: (20 Points)** Candidate must possess sound and independent judgment with the skills to strategize, develop and effectively implement activities in a heavy workload/high stress environment. He/she must be able to successfully convey development objectives to the business community and to a broad range of political and economic developmental audiences. Effective program/project management skills are a must. Strong technical writing skills are required in drafting strategic documents, correspondence to senior government and private sector officials, advocacy memos, position papers, analytic reports and think pieces. Ability to perform in a team spirit and to maintain cordial and professional relationships with U.S. Government, Host Government, NGO and Contractor personnel are essential. Excellent interpersonal skills and a genuine interest in

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assisting the Mission staff with expedient program implementation are necessary. A high degree of professionalism, discretion, and sound judgment in representing the USG are essential elements of the position.

**Maximum Points Available: 100.**

**F. Term of Performance**

The term of the contract will be for one year from on/about March 01, 2006 to on/about February 28, 2007 (unless otherwise agreed). Within 2 weeks after written notice from the Contracting Officer that all clearances have been received or, unless another date is specified by the Contracting Officer in writing, the incumbent shall proceed to Kabul to perform the above services which may be extended upon mutual agreement and subject to satisfactory performance and availability of funds. This position has been classified at a U.S. Government GS 15. The actual salary of the successful candidate will be negotiated depending on qualifications and previous salary history. In addition, the Mission has a 25% Post Differential allowance, 25% Danger Pay, FICA and federal income tax will be withheld by USAID. Afghanistan is a no-dependent post.

**G. General information regarding living and working conditions in Afghanistan**

Life in Afghanistan has somewhat improved since the establishment of the government, and great strides have been made to regularize the availability of services, utilities, and supplies of common consumer items. Living conditions, however, are still difficult but this is an historical opportunity to work closely with a dedicated team to assist the Afghans to bring about peace and stability to their war-torn country. Afghanistan is an unaccompanied post. All staff will be housed on the heavily guarded and fortified Embassy compound in newly installed modular units or at the Cafe Compound.

**H. Medical and Security Clearance**

The selected applicant must be able to obtain a USG secret level security clearance and a Department of State Class I medical clearance.

**I. Benefits:**

As a matter of policy, and as appropriate, a PSC is normally authorized the benefits and allowances listed in this section. [NOTE: A contractor meeting the definition of a U.S. Resident Hire PSC, shall be subject to U.S. Federal Income Tax, but shall not be eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances.]



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**A. BENEFITS:**

- o FICA Contribution
- o Contribution toward Health & life insurance
- o Pay Comparability Adjustment
- o Eligibility for Worker's Compensation
- o Annual & Sick Leave
- o Access to Embassy medical facilities, commissary and pouch mail service as per post policy

**B. ALLOWANCES (If Applicable):**

- (1) Temporary Lodging Allowance (Section 120)
- (2) Living Quarters Allowance (Section 130)
- (3) Post Allowance (Section 220)
- (4) Supplemental Post Allowance (Section 230)
- (5) Post Differential (Chapter 500)
- (6) Payments during Evacuation/Authorized Departure (Section 600) and
- (7) Danger Pay (Section 650)
- (8) Education Allowance (Section 270)
- (9) Separate Maintenance Allowance (Section 260)
- (10) Education Travel (Section 280)

\* Standardized Regulations (Government Civilians Foreign Areas).

C. FEDERAL TAXES: U.S PSCs are not exempt from payment of Federal Income taxes under the foreign earned income exclusion.

**J. CONTRACT INFORMATION BULLETINS (CIBs) PERTAINING TO PSCs**

- 99-9 Personal Services Contracting (PSC) Annual Health
- 99-7 Contractual Coverage for Medical Evacuation (MEDEVAC) Services
- 98-25 Defense Base Act (DBA) Coverage and DBA Waiver List
- 98-24 Use of Compensatory (Comp) Time by PSCs
- 98-23 Guidance Regarding Classified Contract Security and Contractor Personnel Security Requirements
- 98-16 Annual Salary Increase for USPSCs
- 98-14 Change in Required Application Form for USPSCs
- 98-10 Personal Services Contracts (PSCs) Annual Health Insurance Costs
- 98-3 Class Deviation to 31.205-6(g)(3), Foreign National Severance Pay Under Professional Services Contracts
- 97-16 Class Justification for Use of Other Than Full & Open Competition for Personal Services Contracts with U.S. Citizens Contracted with Locally with CCNs and TCNs Subject to the Local Compensation Plan, and for Overseas Contracts of \$250,000 or Less
- 97-11 (Corrected) 1997 FICA & Medicare Tax Rates for Personal Services Contracts
- 97-3 New USAID Contractor Employee Physical Examination
- 96-23 Unauthorized Provision in Personal Services Contract
- 96-19 U. S. Personal Services Contract (USPSC) - Leave

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- 96-8 Determining a Market Value for PSCs Hired Under Appendix D, Handbook 14
- 94-9 Sunday Pay for U.S. Personal Services Contractors (PSCs)
- 93-17 Financial Disclosure Requirements Under a Personal Services Contract (PSC)

**K. LIST OF REQUIRED FORMS FOR PSCs**

For initial consideration:

1.OF-612, signed (electronic version Required).

Upon advice by the Contracting Officer that the applicant is the successful candidate:

- 2.Contractor Employee Biographical Data Sheet (AID 1420-17)
- 3.Contractor Physical Examination (AID Form 1420-62).
- 4.Questionnaire for Sensitive Positions (for National Security) (SF-86)
- 5.Finger Print Card (FD-258). \*\* (Available from the law enforcement offices or in USAID/Washington).

**L. APPLYING**

Qualified individuals are requested to submit a U.S government OF-612 which is available at the USAID website

<http://www.usajobs.opm.gov/forms.asp>, or at Federal Offices. Applicant's CVs may also be included as an attachment.

All applications should be submitted electronically to:

Attention: Seetha Chayapathi  
Human Resources Specialist  
USAID/Afghanistan  
[hrpsckabul@usaid.gov](mailto:hrpsckabul@usaid.gov)

To Ensure consideration of applications for the intended position, please reference the solicitation number on your application and as the subject line of cover letter. The highest ranking applications may be selected for and interview. Applications may submit an applications against this solicitation at any time but prior to close of business January 05, 2006, unless revised.

List of Required PSC forms outlined below can be found at:

<http://www.usaid.gov/procurement bus opp/procurement/psc solicit/forms.html>.

- 1. OF-612
- 2. Contractor Physical Examination (AID Form 1420-62)
- 3. Questionnaire for Sensitive Positions (for National Security) SF-86, or

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4. Questionnaire for Non-Sensitive Positions (SF-85)
5. Finger Print Card (FD-258). Standardized regulations (government civilians foreign areas)

Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job. Note: The selected individual must be able to obtain a security and medical clearance.

Various Contract Information Bulletins (CIBs) and Acquisition and Assistance Policy Directives (AAPDs) pertain to Personal Services Contracts. Those documents can be found at:

[http://www.usaid.gov/procurement\\_bus\\_opp/procurement/cib/subject.html#psc](http://www.usaid.gov/procurement_bus_opp/procurement/cib/subject.html#psc)

Additionally, AIDAR Appendixes D or J also applies to PSCs, which can be found at:

<http://www.usaid.gov/policy/ads/300/aidar.pdf>

**Point of Contact**

Seetha Chayapathi, Human Resources Specialist, Phone (in Afghanistan) - (202) 216-6288 Ext. 4440; Fax (202) 216-6288 (Ext. 105) Email: [schayapathi@usaid.gov](mailto:schayapathi@usaid.gov) or Markus Dausses, Acting Executive Officer, Phone (in Afghanistan) (202) 216-6288, Ext. 4238 or e-mail at [mdausses@usaid.gov](mailto:mdausses@usaid.gov).

**Place of Performance**

Address: USAID/Afghanistan  
US. Embassy  
Great Masoud Road  
Kabul, Afghanistan